



## How to Add a New Food to NutriBase

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With NutriBase, you can go into the Personal Foods Tab and click the PFI Button to add new food items as “Personal Food Items” (PFI's).

The screenshot shows the NutriBase software interface. The top navigation bar includes tabs for Home, Client Setup, Food Log, Exercise, Tracker, Personal Foods, Recipes, Meals, Meal Plans, Reports, Graphs, Notes & Lists, and CIM. The 'Personal Foods' tab is selected and highlighted with a red box. Below the navigation bar, there is a sub-menu with 'Organizer', 'Folders', and 'PFI', where 'PFI' is also highlighted with a red box. The main content area displays a form for adding a new food item. The form includes fields for the food name ('New Fangled Spicy Sauce - dietetic version'), a description ('Lower calorie version of their original formulation'), serving size (1 oz), and serving size gram weight (30.00). It also has a 'Calories' field set to 22 and a 'Shopping list category' dropdown set to 'Ingredients'. A table of nutrient values is shown, including Total Fat, Saturated Fat, Trans Fat, Polyunsaturated Fat, Monounsaturated Fat, Cholesterol, Sodium, Potassium, Total Carbohydrates, Dietary Fiber, Sugars, and Protein. A pie chart displays the macronutrient breakdown: Protein 33% and Carbs 67%. At the bottom right, there are buttons for 'Save', 'New', and 'Add to food log', with the 'Save' button highlighted by a red box.

In this window, you can:

- 1) Add new food items to NutriBase as Personal Food Items” (PFI's).
- 2) Click the “Add more nutrient values” Button to add additional nutrients (vitamins, minerals, amino acids, fatty acids, etc.).
- 3) Use the “Add exchanges” to add ADA exchange values, if desired.
- 4) The “Enter values by %DV” Button allows you to enter the percentage values (often provided on Nutrition Facts Labels) into NutriBase. NutriBase will convert these percentages into their actual values for you.
- 6) You can tell NutriBase which shopping list category any PFI belongs to. This saves time later because NutriBase will automatically put the PFI into the proper shopping list category for you when needed.
- 5) To add this PFI to a client's Food Log or to a Recipe, Meal or Meal Plan, click the “Add to...” Button.



- 6) You can also perform most of the functions above via the right click.

Once you enter a new food item, you can copy this new food item in your Food Logs, Recipes, Meals, and Meal Plans. We call these new food items “Personal Food Items” or "PFI's."

With NutriBase, you add new food items as “Personal Food Items” (PFI’s). To do this, start NutriBase and click the “Personal Foods” Tab. Then click the “PFI” button to add a new Personal Food Item.

Type in the nutrient data for the food item you are adding.

Be sure to enter a descriptive serving size and the gram weight for each new food item (this will allow you to convert to other serving sizes).

Click the “Add more nutrient values” button to add additional nutrients (vitamins, minerals, amino acids, fatty acids, etc.).

**My Fields** - When you add more nutrient values, notice that there is a tab called "My Fields." You can add up to 20 new columns of nutrient data to track nutrients that your version of NutriBase doesn't track.

Use the “Add exchanges” to add ADA exchange values, if desired.

The “Enter values by %DV” button allows you to enter the percentage values (often provided on Nutrition Facts Labels) into NutriBase. NutriBase will convert these percentages into their actual values for you.

You can tell NutriBase which shopping list category any PFI belongs to. This saves time later because NutriBase will automatically put the PFI into the proper shopping list category for you when needed.



The screenshot shows a form with the following fields:

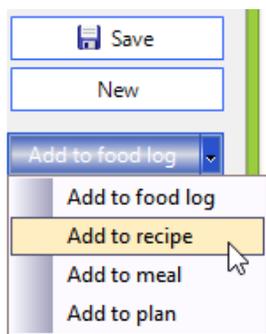
- Amount Per Serving**
- Calories**: 170.00
- Shopping list category**: Cereal & Grain Products (dropdown menu)

When you are finished adding information to your PFI, click the “Save” button.



Your newly added food item will appear in your PFI Tab under your Organizer and Folder windows. To add any PFI to a Food Log, Recipe, Meal or Meal Plan, visit your Personal Foods Organizer or Folder window, highlight the PFI(s) of interest, right click, then select the appropriate option to add your PFI to your Food Log, Recipe, Meal or Meal Plan.

If you prefer, you can also add your PFI's to a client's Food Log or to a Recipe, Meal or Meal Plan by clicking the “Add to...” button when it is visible.



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